

## MANDATORY CHECKLIST FOR GUARDIANSHIP APPLICATIONS

This form must be submitted with every application package for ALL guardians. Please be sure to "X" every line in your section.

CASE NO. (If Applicable): \_\_\_\_\_

CASE NAME (If Applicable): \_\_\_\_\_  
(Please Print)

GUARDIAN APPLICANT: \_\_\_\_\_  
(Please Print)

<b>NONPROFESSIONAL GUARDIANS</b>				
<b>Please "X"</b>				
1. Application Package	( ) Initial	( ) Annual		
2. Fingerprint Card	( ) Attached	( ) Annual	( ) Sent Directly to FDLE	( ) Exempt
3. \$39.00 Fingerprint Card Processing Fee	( ) Attached	( ) Annual	( ) Sent Directly to FDLE	( ) Exempt
4. \$50.00 Court Monitor Investigatory Fee	( ) Attached	( ) Exempt		
5. Application for Investigation	( ) Attached			
6. Application for Appointment	( ) Attached			
<b>Items 2 - 3 are not required for annual reinvestigation, please "X" annual.</b> <b>Items 2 - 4 are not required if exempt by law or court order, please "X" exempt.</b>				
_____ Guardian Signature			_____ Date	
_____ Attorney Signature			_____ Date	

<b>PROFESSIONAL GUARDIANS</b>				
<b>Please "X"</b>				
1. Application Package	( ) Initial	( ) Within the past year	( ) Annual	
2. Fingerprint Card	( ) Attached	( ) Within the past year	( ) Sent directly to FDLE	
3. \$39.00 Fingerprint Card Processing Fee	( ) Attached	( ) Within the past year	( ) Sent directly to FDLE	
4. \$50.00 Court Monitor Investigatory Fee	( ) Attached	( ) Within the past year		
5. Application for Investigation	( ) Attached	( ) Within the past year		
6. \$5.00 Clerk's Office Processing Fee	( ) Attached			
7. App. for Appointment/Disclosure State.*	( ) Attached			
8. A copy of the Court Monitor's result sheet indicating approval within the past year. ( ) Attached ( ) Annual Reinvestigation				
<b>Professional Guardians submitting item 8 need not submit items 2 - 5. Please "X" within the past year.</b> <b>* Nonprofit corporate guardians shall file a disclosure statement in lieu of an application for appointment.</b>				
_____ Guardian Signature			_____ Date	
_____ Attorney Signature			_____ Date	

Guardians are encouraged to submit their fingerprint card and fees directly to the Clerk's office. If you submit your card and fees directly to the Clerk's office, please be sure to send two separate checks: (1) \$50 check made payable to the Clerk of Courts, \$55 if a professional guardian and (2) \$39 check made payable to FDLE

As a courtesy, there will be a deputy in room 790, Monday-Thursday from 2-4 and Fridays from 9-4 for fingerprinting.

Clerk's Signature \_\_\_\_\_ Date \_\_\_\_\_